



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: Administrators of Public Schools
FROM: Joyce Jackman, Director, Special Education Funds Management
DATE: May 2004
RE: Exceptional Pupil Aid payment transmittal reports

With the start of next school year, a detailed listing of the payments received from Exceptional Pupil Aid (EPA) will be available through the DESE web based application system. In addition, the Payment Transmittal Reports available through the School Finance public web site will continue to show the total EPA payment for the district. This web based application system will also be used by the district to complete information concerning Homebound Student Services in place of the current paper format.

Staff expected to use the web-based system will require a user-id and password. In order to have your passwords available by the time the new system is on-line, we ask that you complete and submit this form as soon as possible. Completed forms may be faxed to 573-526-4125. There are two options included on the Security Form. Both options are found under the heading of Special Education-EPA.

1. If the staff person is to have access to the Payment Transmittal Reports ONLY, mark the option titled **Special Education – EPA – Reports**

2. If the staff person is to have access to the Homebound Student Services, mark the option titled **Special Education – EPA – Homebound**. Use the following codes: (1) indicates VIEW only; (2) indicates DATA ENTRY; or (3) indicates AUTHORIZED REP

The information from the Homebound Student Services web application will be used to approve and calculate payments. The web-based Homebound Student Services application will be available for submission by July 1, 2004 and must be completed by September 30, 2004. Specific information about using the new system will be available shortly.

If you have any suggestions or comments to better facilitate this process or if you have questions regarding the forms or their intended use, please contact me at (573) 751-0622.